



Whitley Park Primary and Nursery School

Charging and Remissions Policy

Agreed: Nov 2019		Review: Nov 2020	
	Signed	Date	
Head teacher			
Chair of Governors			

AIMS

This policy sets out **Whitley Park Primary and Nursery School's** approach to charging, describes each type of activity that will be charged for, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

This policy is based on advice from the DFE: Charging for School Activities (May 2018) and The Education Act 1996.

At Whitley Park Primary and Nursery School we want to provide a range of experiences to enrich and extend our childrens' learning and contribute to their personal development. All our children should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities. However, many of these activities have a cost associated with them and, unfortunately cannot be provided due to limited funds in our delegated budget from the Local Authority.

We are entitled under current regulations to make charges for some activities and request voluntary contributions from parents for other activities.

We shall, from time to time, review and amend the categories of activity for which a charge may be made.

CHARGES

All education provided (including the supply of any materials, books, instruments and other equipment) during school hours will be free – with the exception of KS2 swimming where the specialist services of a non-school organisation are employed during school hours.

Non-curriculum related trips wholly or mainly outside of school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.

School will make charges for breakages and damage to property, including broken windows and removal of graffiti.

School will charge £5 for lost or damaged reading books, payable to the school office. Pupils may be unable to borrow further items from the Dormer Library.

MUSIC TUITION

All children study music as part of the normal school curriculum, which we do not charge for. However, charges are levied for tuition to learn a musical instrument, which is not part of the National Curriculum. At the parents' request, peripatetic music teachers will teach individuals or small group lessons. Payment for a course of lessons must be made in full before lessons can take place.

RESIDENTIAL TRIPS

Full board/lodging and travel costs on some residential trips will be charged, although families who are unable to meet the full costs should discuss the situation with the school. Families will,

however, be expected to pay a contribution. The school will seek to ensure that subsidies will be available for pupils eligible for Pupil Premium funding.

VOLUNTARY CONTRIBUTIONS

We are entitled under current regulations to invite parents to make a voluntary contribution towards any part of the school's work, and to permit the provision of activities, which might not otherwise be possible.

We will request a voluntary contribution towards the cost of school trips or activities organised by the school during school hours. Full details of the overall cost of an activity/trip will be provided in a letter to parents (e.g. admission charges, insurance and transport costs). Parents will only be asked for contributions to cover the actual cost of the activity for their child. The school makes no profit from these events. All contributions will need to be made at least one full week before the date of the trip/activity. If insufficient voluntary contributions are forthcoming then the trip or activity may be cancelled and those who have paid will be issued a refund.

Parents may also be invited to make a voluntary contribution for the following:

- Sporting activities which require transport expenses
- Outdoor adventure activities
- Events provided during "Arts Weeks"
- Towards the cost of ingredients, materials and equipment for items made at school where parents have expressed the wish to have the finished product

EXTRA CURRICULAR ACTIVITIES & SCHOOL CLUBS

At Whitley Park Primary and Nursery School we provide extra-curricular activities in the format of after-school clubs for our children. Some of our clubs are run by external agencies, which are not connected to the school. For these clubs parents will be asked to meet the full cost. Other clubs are run by members of our teaching staff. For those clubs, which are not a necessary part of the National Curriculum, charges will be applied. Parents will be asked to make a contribution towards the cost of these extra-curricular activities. Information is provided to parents at the beginning of each term.

REMISSIONS

The school will seek to ensure that subsidies are available to parents who find themselves facing financial difficulties. Any further remission of charges will be at the absolute discretion of the Headteacher.

MONITORING AND EVALUATION

This policy will be reviewed by the Governing Body on an annual basis and will be amended in line with any subsequent guidelines from the Department for Education and/or Local Authority.